

POLICE OFFICER
Grade P1-3
FLSA Status: Non-Exempt

NATURE OF WORK

This is responsible municipal law enforcement work in the protection of life and property through the enforcement of laws and ordinances. Work involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the enforcement of laws and ordinances in a designated area on an assigned shift.

PRIMARY DUTIES AND RESPONSIBILITIES (May not include all duties performed):

- Patrols a designated area of the town in a patrol car, enforces vehicle and traffic laws and makes police presence known in a manner that contributes to deterrence of law violations. Prevents and discovers commission of crimes, apprehends criminals and offenders. Uses radar devices to enforce speed limits and issue summons.
- Answers calls and radio complaints involving automobile accidents, misdemeanors and felonies. Will conduct accident and criminal investigations at the scene of crimes. Will administer first aid to persons, gather evidence, locate and question witnesses, interrogate suspects. Writes citations and makes arrests as required by circumstances and testifies as a witness in court.
- Establishes traffic control and police protection at incidents, which may attract crowds. Performs police duties at parades, processions and other public events in assigned areas. Check and report on deficient streetlights, signs, road surfaces or other facilities that serve the public.
- Checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions. Gives information and provides assistance to motorists and the public.
- On an assignment basis, conducts follow-up investigations, interview witnesses, victims and others also take statements. Interrogate suspects, examines records and collect evidence to be used for criminal prosecutions. Testify in court. Prepare detailed investigative reports. Serves warrants, obtains subpoenas and makes arrests and conducts surveillance.
- Prepares arrest and incident reports and maintains appropriate records.

SUPERVISION

Work is performed under the general supervision of a Sergeant. Work involves an element of personal danger and officers must be able to act without direct supervision and to exercise independent judgment in meeting both routine and complex emergency situations. Work exposes employee to potential for contact with blood born pathogens, dangerous people and situations. Work assignments and instructions are received in general terms from a sergeant or superior officer who reviews work methods and results through reports, observations and discussions.

WORK CONTACTS

The work requires significant contact with the public as victims and perpetrators of crimes, as citizens in need of assistance or requiring information. Contact is also made on a regular basis with attorneys, prosecutors, members of the judicial system, other local, state and federal law enforcement agencies, and other employees of the town and fire department.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Modern police practices and methods.
- Department procedures, rules and regulations.
- Applicable federal, state and local laws and ordinances including laws of arrest.
- Street layout and geography of the town.

Skills and Abilities:

- Deal firmly and courteously with the public.
- Communicate effectively, both orally and in writing.
- Maintain required records and to prepare reports.
- Analyze situations quickly and objectively, and to take proper courses of action.
- Establish and maintain effective working relationships with others.

PHYSICAL REQUIREMENTS:

- Operate various motor vehicles and equipment in a responsible manner at high rates of speed and in adverse weather conditions.
- Work in all types of weather conditions and under all types of adverse, life threatening situations.
- Use firearms, handcuffs, baton, flashlight, spotlights, radar units and other regular and special police equipment as assigned.
- Pursue subjects/criminals on foot.
- Control a resisting arrestee and affect an arrest.
- Search the interior and exterior of buildings, homes and other structures; climb, walk and run up stairs and on uneven terrain.
- Maintain required records and to prepare reports.
- Meet such physical requirements as may be established by competent authority.

RECRUITMENT QUALIFICATIONS

Required:

- Graduation from high school (or GED).
- Must be 21 years of age at time of appointment with U.S. Citizenship
- Possession of a Virginia driver's license.
- Successful completion of basic law enforcement officers training program prescribed by the Commonwealth of Virginia.

Preferred:

- VA Law Enforcement Certification or Criminal Justice degree.

_____ Date _____
Department Director

_____ Date _____
Human Resources Director

The Town of Leesburg reserves the right to revise or change job duties and responsibilities as the need arises. This job description pertains to "at will" positions with the Town of Leesburg and in no way constitutes a written or implied contract of employment.